

25 February 1955

MEMORANDUM FOR: Director of Logistics
FROM : Chief, Technical Review and Policy Staff
SUBJECT : Weekly Activity Report

1. General

a. [REDACTED] Support - (continued item)

The [REDACTED] in reply to Agency request to be informed prior to approval of any plans for rehabilitation and

[REDACTED] This reply is in process of coordination and will be forwarded to the DD/S in the near future.

2. Projects and Studies in Process

a. Financial Accounting - (continued item)

Plans have been made to send a composite logistics and comptroller team to the [REDACTED] on 15 March 1955 to service test "Financial Accounting Procedures" on a manual basis. These procedures were developed by the Comptroller in conjunction with the provisions of current Supply Handbooks. Representatives from the [REDACTED] presently on TDY at Headquarters have indicated that major organizational changes are anticipated within the [REDACTED] in the near future and that it probably would be more practical to make this service test in some other area. Meetings have been scheduled to discuss this difficulty. Differences should be resolved during the coming week.

b. Weekly Activity Reports - (new and continued item)

Representatives of the Management Staff visited this Office to discuss the preparation, content, and utilization of the Weekly Activity Report. This representative indicated that he was conducting a study of all weekly reports made to the DD/S. Study was requested by the DD/S.

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c. The Inspector General's Report - (continued item)

All recommendations contained in this report have been analyzed and appropriate comment developed on each recommendation. Formal reply will be made to the DD/S on 28 February 1955.

d. Problems with Respect to the Reproduction Shop [REDACTED]
(continued item)

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Floor plans of required space have been obtained and the required equipment has been laid out within this space and the plan submitted to [REDACTED] officials for review. A visit was made to [REDACTED] with the Chief, Printing and Reproduction Division and a member of Planning Staff where discussions were held with representatives of the Real Estate and Construction Division regarding the proposed addition to the Administration Building. Real Estate and Construction Division officials have indicated that they will make recommendations as to additions to the Administration Building or a new building for the housing of required printing and reproduction equipment. They will also give an indication of cost and will furnish rough plans for use in laying out the plant. This information is to be furnished within the next ten days.

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3. Item of Interest

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a. Proposed Agency Notices for Implementing Provisions of
[REDACTED] (continued item)

Drafts of notices entitled "Coordination of Graphic Arts Research" and "Procedures for Ordering Printing Equipment" have been approved by the Chief, Administrative Staff prior to submission to the Director of Logistics for signature.

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